

# The SMSC Grid

# User Guide

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**Tel:** 0115 929 3419

**Email:** [support@opeus.org](mailto:support@opeus.org)

**Website:** <http://smcsc.opeus.org>

# The Basics

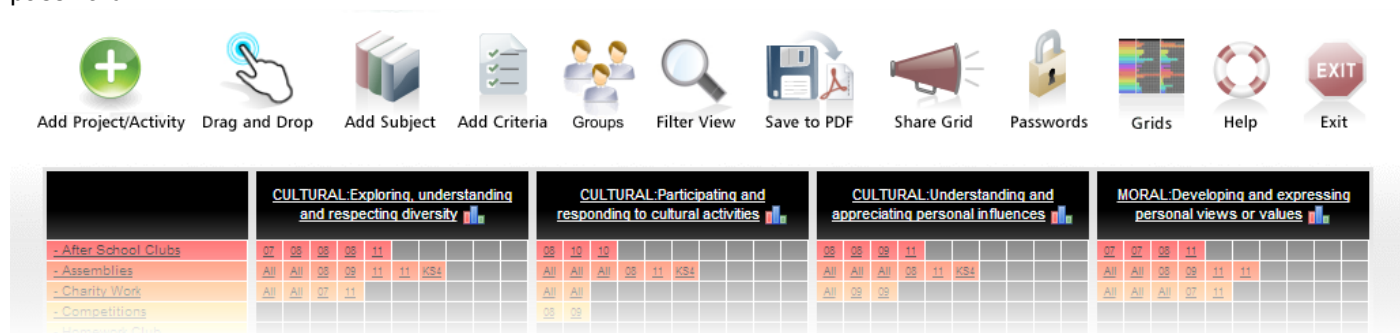
## Logging in as an administrator, teacher or guest

Your school's SMSC Grid is located online, at a **specific web-address**, e.g. [www.gridmaker.net/myschool](http://www.gridmaker.net/myschool)

To access the Grid - launch a web-browser, go to the web-address and enter one of three passwords:

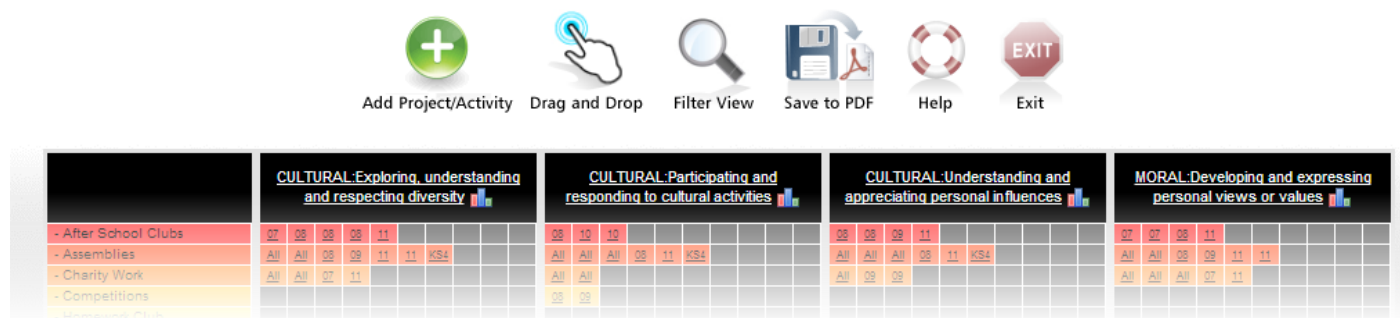
### 'Admin' Password

The 'Admin' password is used **only** by members of staff responsible for the **configuration and management** of the SMSC Grid. It allows the administrator(s) to customise the subjects, groups and criteria, as well as change passwords and other settings. The screen-grab below shows the full set of icons available to users logged in with the 'Admin' password:



### 'Teacher' Password

The 'Teacher' password is used by **all** members of staff responsible for **adding SMSC activities** to the Grid. It also enables teachers to filter the Grid and create PDF reports. The screen-grab below shows the icons available to a user logged in with the 'Teacher' password (notice there are fewer icons than the administrator's screen):

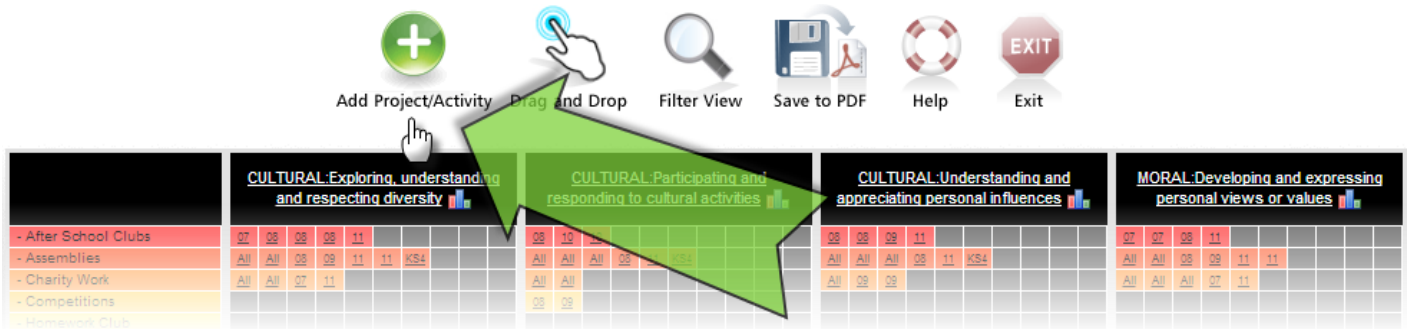


### The 'Guest' Password

The 'Guest' password is used by all those who need to view the SMSC Grid, but are not permitted to add or edit the information it contains. It's normally used by those who are invited to review your school's SMSC provision, e.g. parents, staff at other schools and Ofsted inspectors.

## Adding a project or activity to the SMSC Grid

Click on the **“Add project/activity”** icon.



In the pop-up form - (1) enter details about the activity, (2) tick relevant criteria and (3) click “**Save**”

The screenshot shows a web form titled "Enter the activity details and check the relevant criteria:". The form contains several input fields and a list of criteria. Three green arrows are overlaid on the image, numbered 1, 2, and 3, pointing to specific elements:

- Arrow 1:** Points to the "Subject" dropdown menu.
- Arrow 2:** Points to the "Criteria" dropdown menu.
- Arrow 3:** Points to the "Save" button, which is represented by a floppy disk icon.

The form fields include:

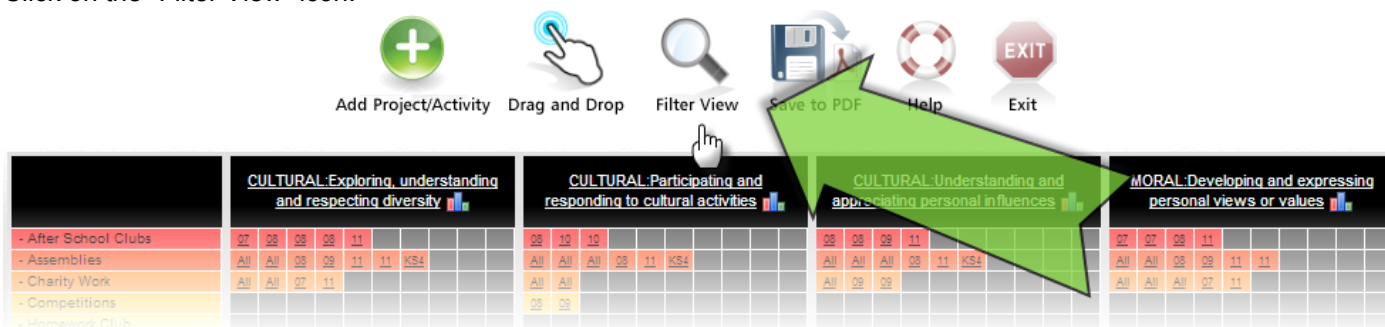
- \* Subject:** A dropdown menu with "Select Subject" as the current selection.
- \* Group:** A dropdown menu with "All" as the current selection.
- \* Title:** A text input field.
- \* Description:** A larger text input area.
- Attachments:** A section with a "Choose File" button (labeled "No file chosen"), a link to "Attach another file", and a "Date" input field.
- \* Criteria:** A dropdown menu with "SMSC" as the current selection.
- Criteria List:** A list of criteria with checkboxes, including "CULTURAL: Exploring, understanding and respecting diversity", "CULTURAL: Participating and responding to cultural activities", "CULTURAL: Understanding and appreciating personal influences", "MORAL: Developing and expressing personal views or values", "MORAL: Investigating moral values and ethical issues", "MORAL: Moral codes and models of moral virtue", "MORAL: Recognising right and wrong and applying it", "MORAL: Understanding the consequences of actions", "SOCIAL: Developing personal qualities and using social skills", "SOCIAL: Participating, cooperating and resolving conflicts", and "SOCIAL: Understanding how communities and societies function".
- Save:** A button with a floppy disk icon.

The activity will appear as a cell in the Grid which you can mouseover to view - or click to edit.

[illegible]

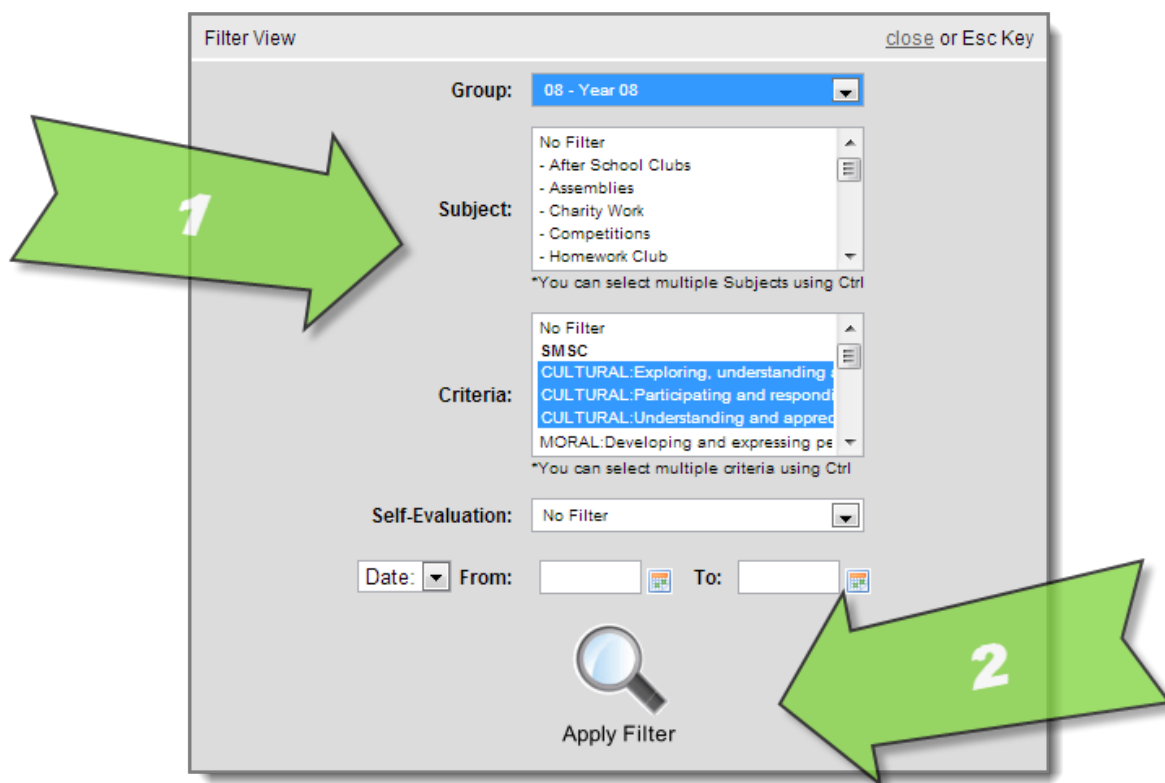
## Filtering the SMSC Grid to show specific information

Click on the "Filter View" icon.

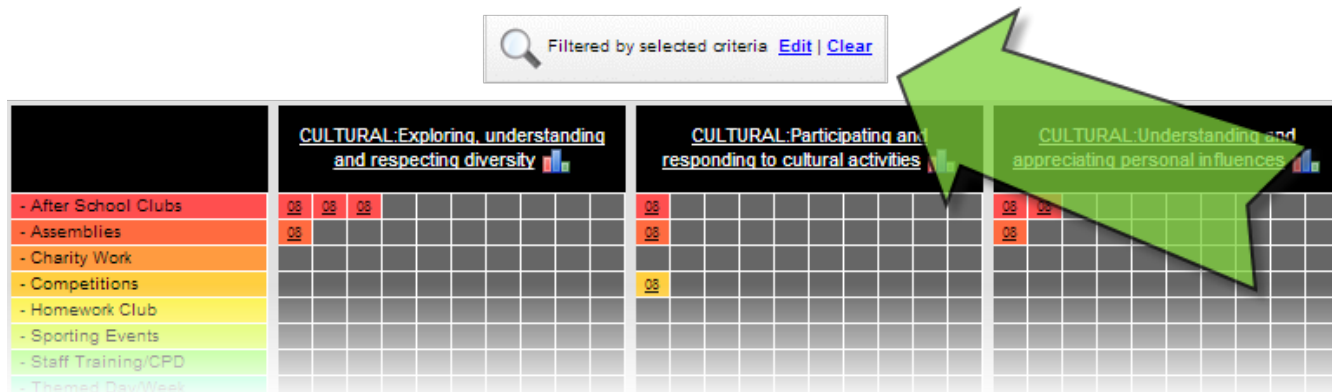


In the pop-up form - (1) choose the filter you want to apply to the Grid and (2) click "Apply Filter".  
(To select multiple subjects or criteria, hold down the **Ctrl** key when you click each one.)

The screen-grab below shows a filter applied to show only Year 8, "Cultural" activities in the Grid:



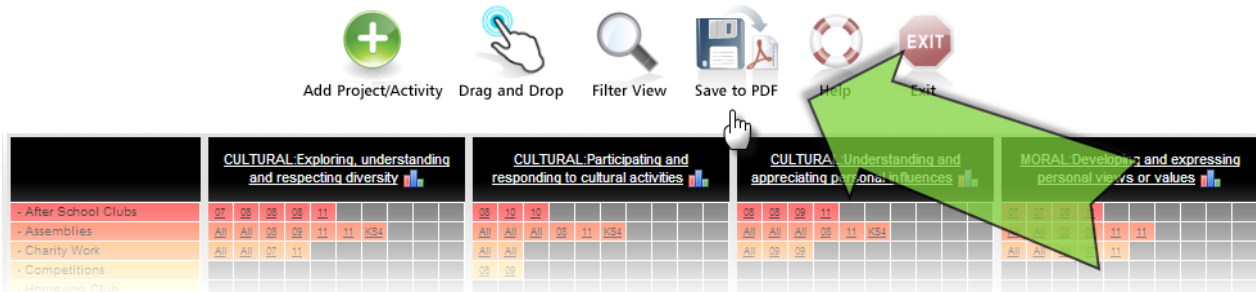
The Grid now displays data you have selected. To edit or clear the filter, click on the "Edit" or "Clear" link.



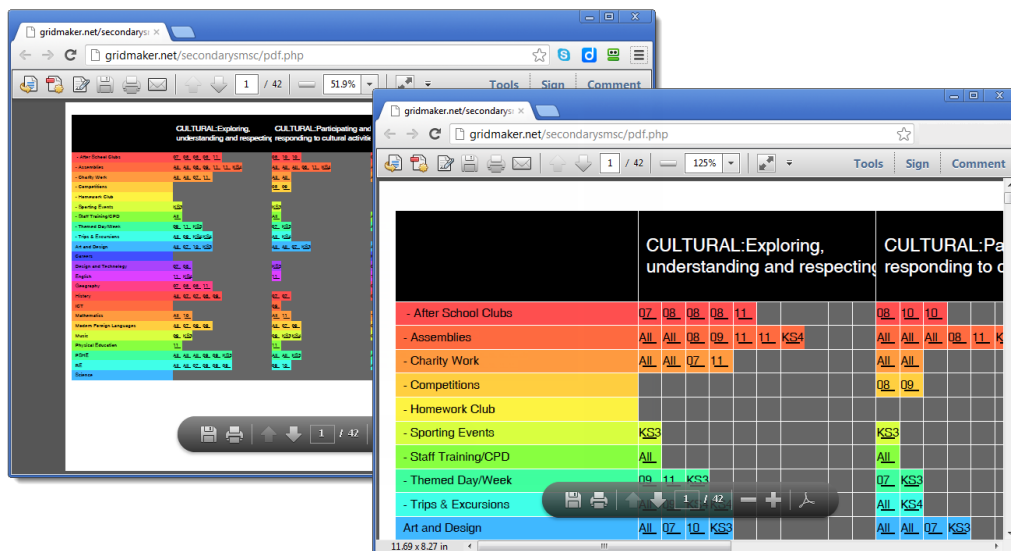
## Creating PDF reports to share with others

PDF reports can contain everything in the SMSC Grid or be tailored to display specific information by first applying a filter (see the section “Filtering the SMSC Grid to show specific information”).

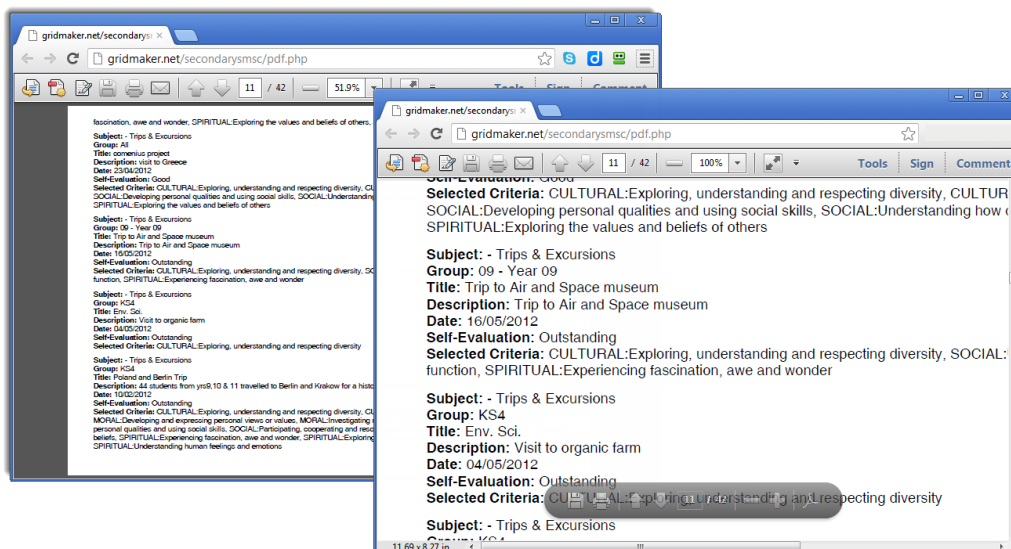
Click on the “**Save to PDF**” icon.



The PDF report will open in a new ‘tab’ or ‘window’ in your browser. The file can be downloaded or printed.

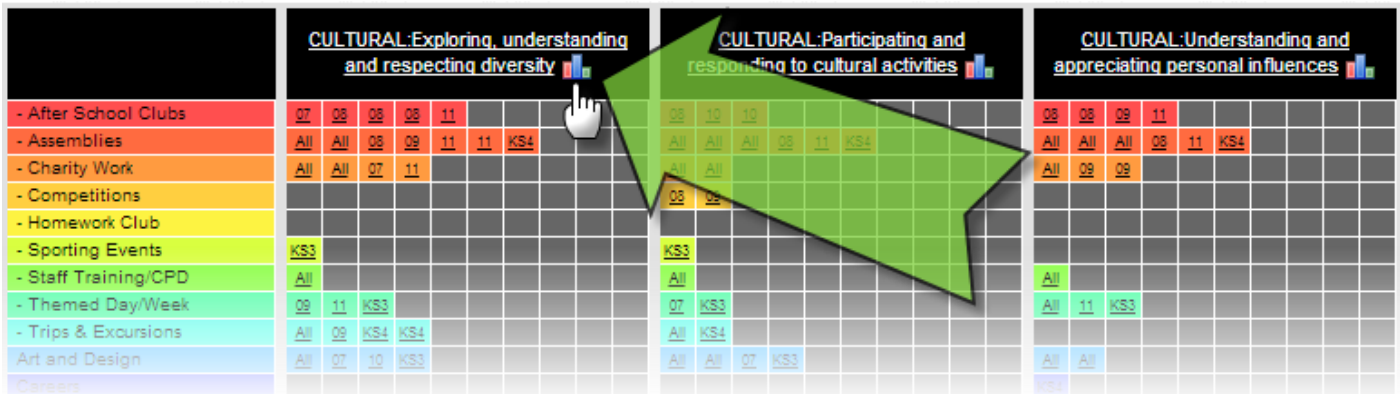


The PDF report also contains detailed text descriptions of each activity:

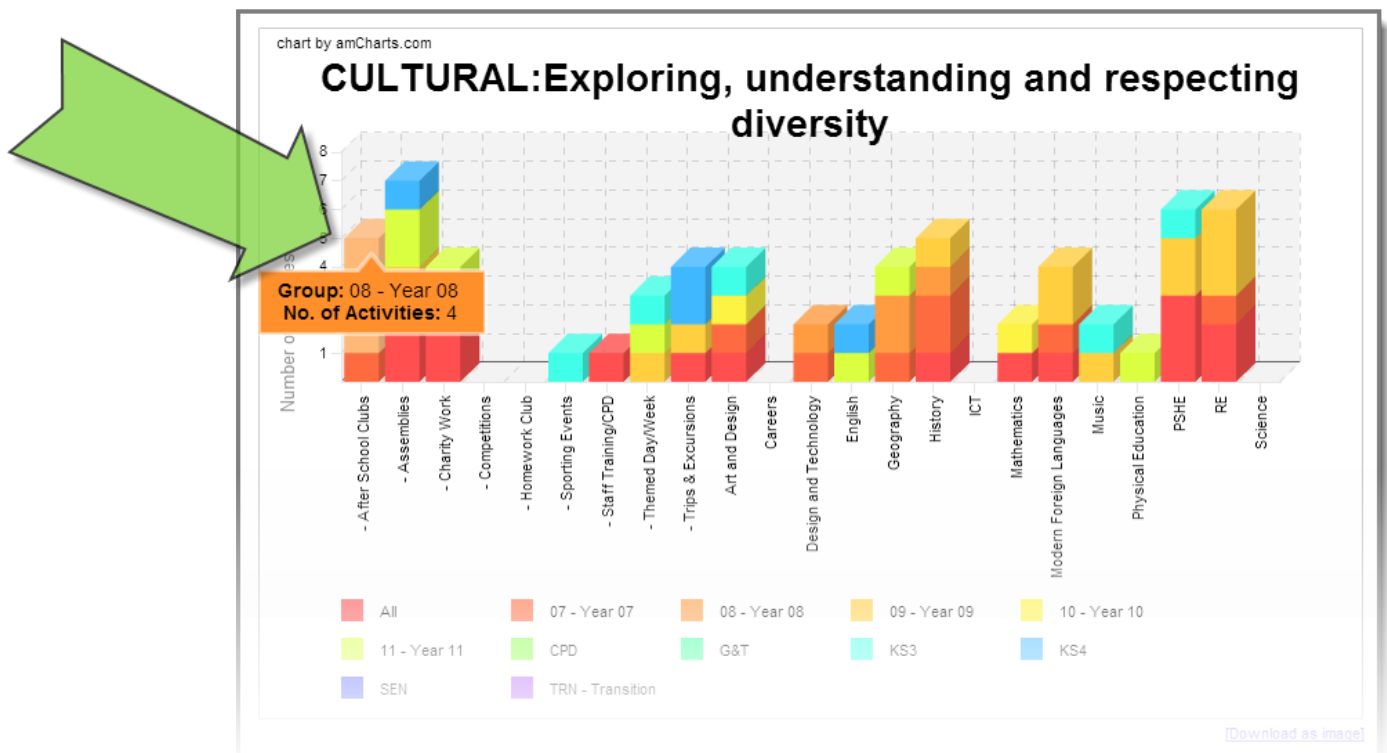


## Viewing and downloading bar charts

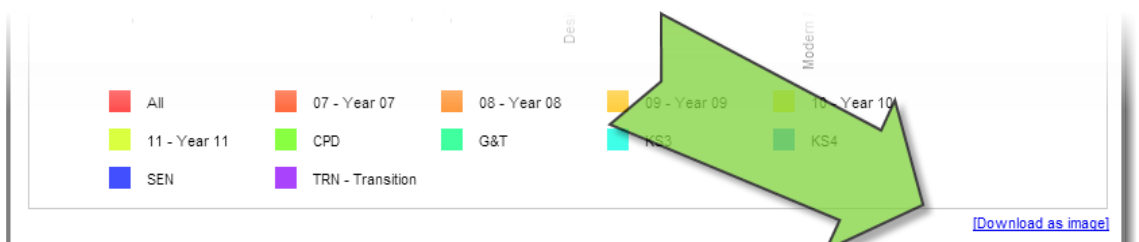
For every SMSC value, the Grid automatically generates a 'stacked' bar-chart which can be launched by clicking on the small graph icon to the right of the text:



Hover the mouse over a section of the bar-chart to reveal detailed information. The screen-grab below shows a mouseover revealing that there are four “After School Clubs” which take place in “Year 8” that cover “Exploring, understanding and respecting diversity.”

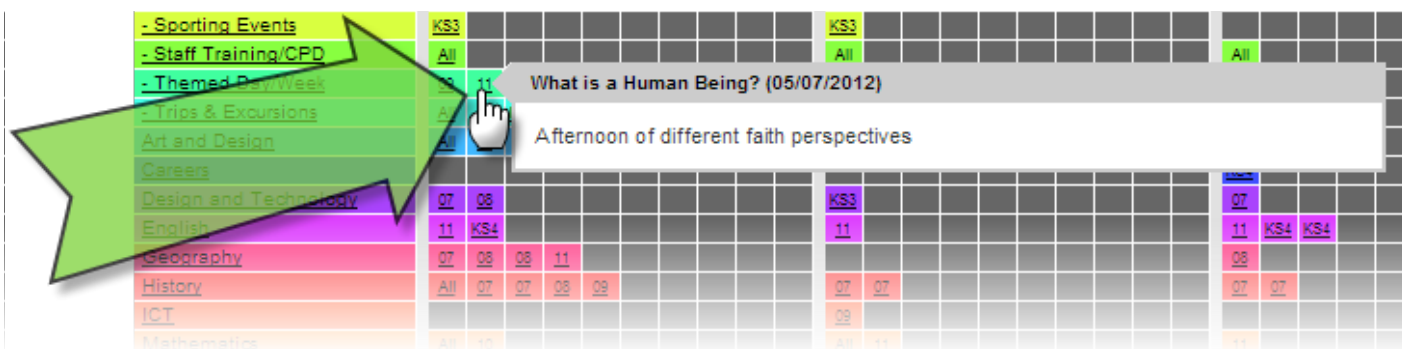


To download an image file (jpeg) version of the bar-chart, click on the “**Download as image**” link on the bottom right.

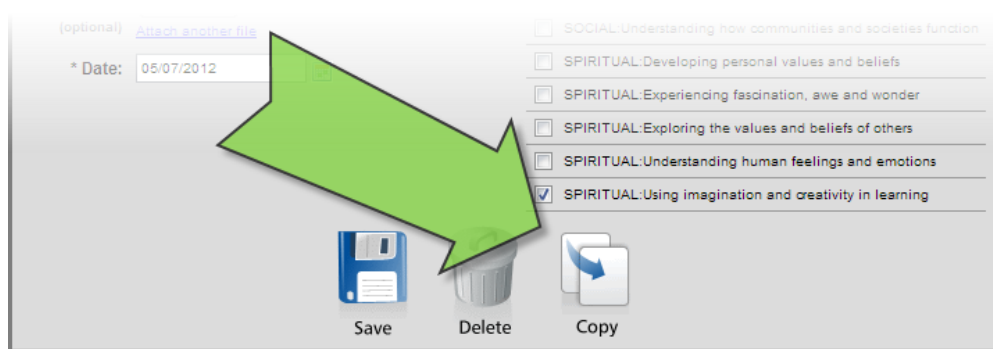


## Copying an existing activity in the Grid

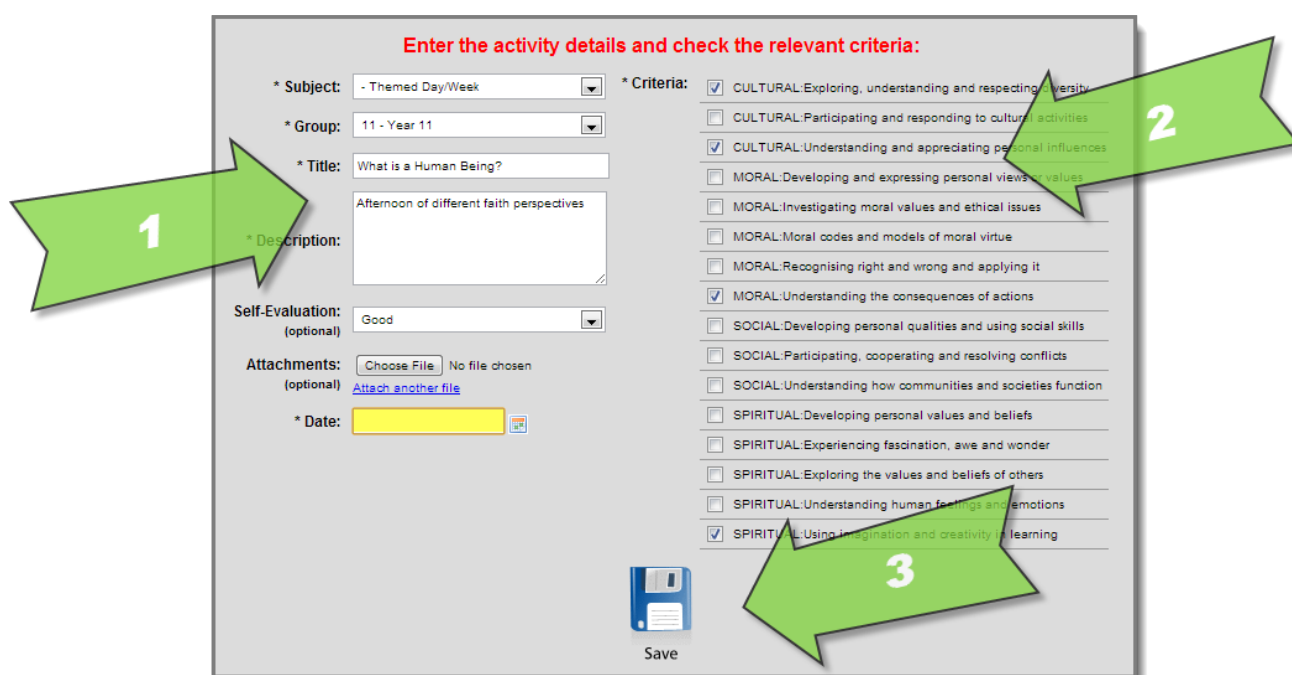
Click on the cell in the Grid which represents the activity you want to copy.



In the pop-up form, click on the “Copy” icon.



The activity details will be copied to a new activity, this includes subject, groups, title, description (1) and the selected SMSC values (2). You must then enter a new date for the copied activity and click “**Save**” (3).

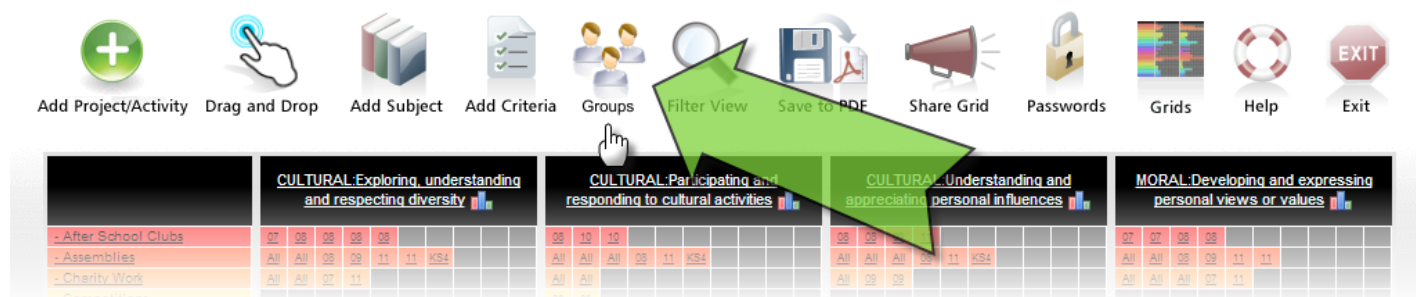




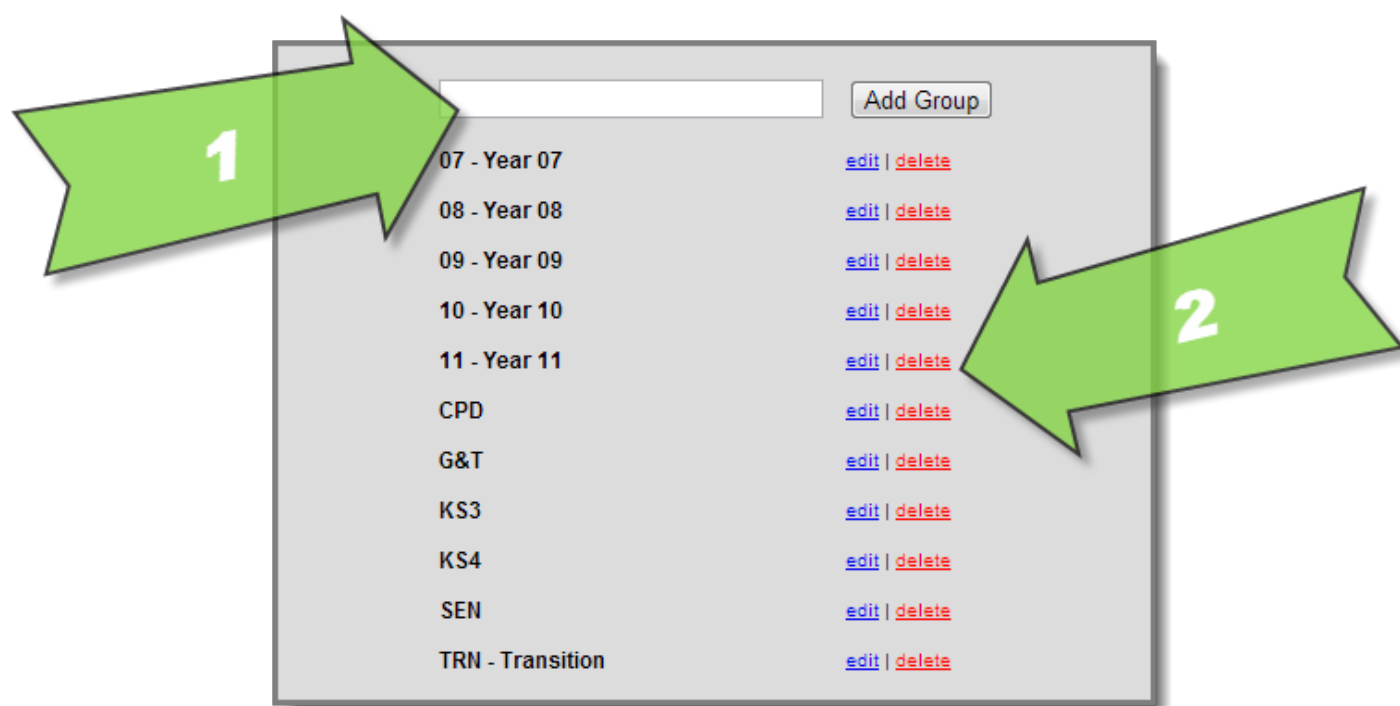
# Customising your Grid

## Changing the way learners are grouped in the Grid

Login using the “Admin” password and click the “**Groups**” icon.



To add a new group, enter the group name in the text box and click the “**Add Group**” button (1). To edit or delete an existing group, click on the “**Edit**” or “**Delete**” link to the right of the relevant group (2).



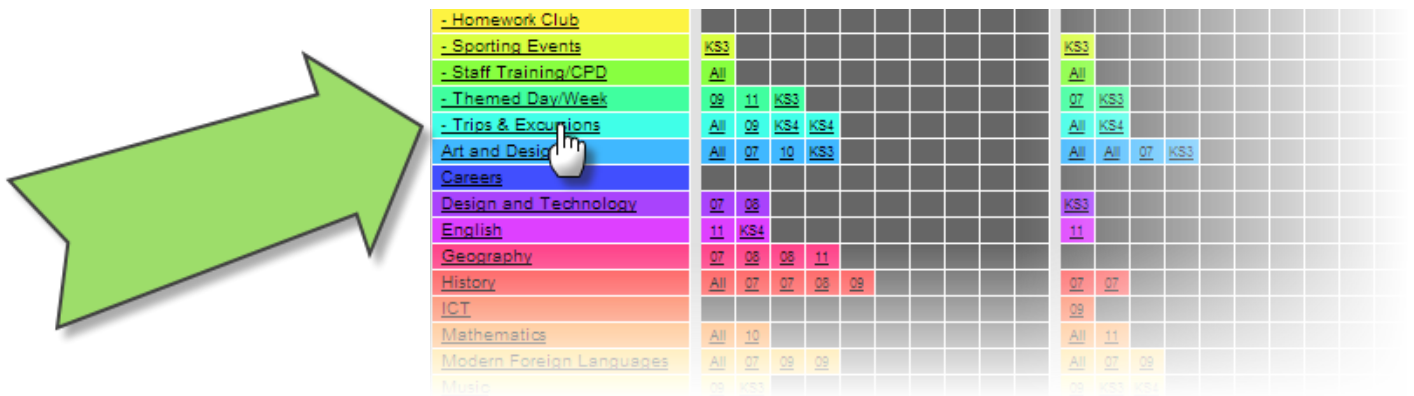
Notice how the first three characters of the group name are displayed in the Grid cells.



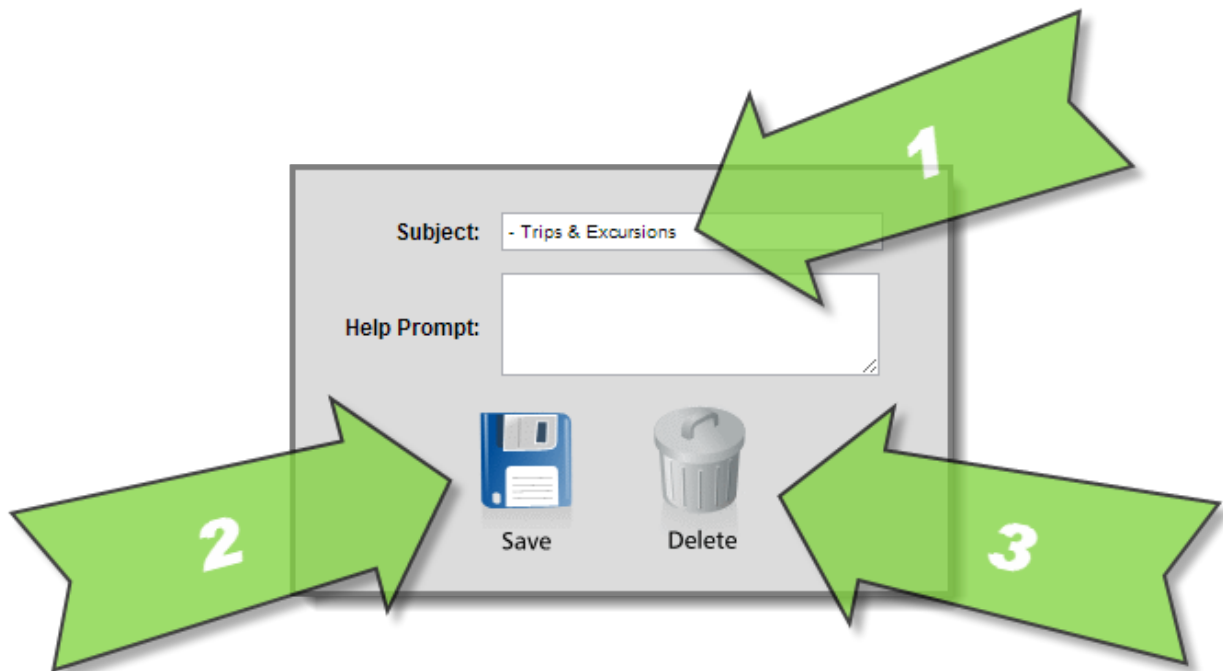


## Customising the curriculum subjects and activity types

Log in using the “Admin” password and click on the relevant subject or activity type on the left side.



To edit the subject or activity type, replace the existing text (1) and click “**Save**” (2). To delete the subject or activity type, click “**Delete**” (3).



An optional “Help Prompt” can be entered, which is displayed when a teacher or guest hovers their mouse over the subject or activity type on the left side..

